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SECURITY INFORMATION

CONFIDENTIAL   1 December 1952

MEMORANDUM FOR: DIRECTOR OF TRAINING

SUBJECT: Training (General) Monthly Report - November 1952

1. Personnel in TRG Courses:

   a. Clerical Refresher Course #18
      (10-26 November 1952)
      Shorthand I   5
      Shorthand II   11
      Typing I   11
      Typing II   13
      English Usage   10   50

   b. Reading Improvement Course #8
      (17 Nov. 52-2 Jan. 53)
      FI/PP/PM Personnel   29
      Other Agency Personnel   39
      State Department Personnel   15   83

   c. CIA Language Lab.
      Afrikaans-13 Oct.-30 Jan. 53   2
      Beg. French-30 Sept. 52-9 Jan. 53   6
      French A-2-15 June-5 Dec. 1952   3
      German-29 Sept. 52-30 Jan. 53   6
      German A-4-22 Sept. 52-23 Jan. 53   7
      German A-3-16 June-5 Dec. 1952   7
      Beg. Italian-22 Sept. 52-9 Jan. 53   8
      Italian A-10 June 52 - Indefinite   1
      Beg. Spanish-22 Sept. 52-9 Jan. 53   6
      Self-Study   180*   226*

   d. Basic Intelligence School #6
      (10 November-19 December 52)   12

   e. CIA Presentation Program
      12 November 1952   64
      26 November 1952   69   133

   *Approximate

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f.	CIA Indoctrination	213	
g.	Clerical Orientation Courses #13-18	78	
h.	Clerical Induction Training		
	Typing	24	
	Shorthand	16	
	English	156	
	Geography	56	
	Office Practice	55	307
i.	Agency Orientation Course #8		503*
j.	Human Resources Program		36

Total TRC Courses   1,641

2. Personnel entered in Training arranged by TRC at outside institutions:

a.	Defense Schools		
	Air Weapons Orientation Course		
	#52-18 - 3-7 November 1952	2	
	#52-19 - 17-21 November 1952	2	4
	Air War College		
	17 August 52-18 June 53	1	
	Armed Forces Staff College		
	22 August 52-Jan. 53	1	
	Army War College		
	28 August 52-June 53	1	
	Intelligence Staff Officers Course		
	2 Sept.-12 Dec. 1952	1	
	Industrial College of the Armed Forces		
	21 Aug. 52-18 June 53	1	
	National War College		
	21 Aug. 52-15 June 53	3	
	Naval Intelligence School		
	1 July-19 December 1952	1	
	Naval War College		
	7 Aug. 52-June 1953	1	
	Strategic Intelligence School		
	10 Nov.-19 Dec. 1952	3	17
b.	OCS Trainees		
	Army	11	
	Air Force	11	
	Navy	9	
	Marines	3	34

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*Approximate

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d. Language Training
Georgetown University

UTL #22 - 29 Sept.-21 Nov. 1952	14
UTL #23 - 27 Oct.-19 Dec. 1952	6
SRS #1 - Basic-22 Sept.-28 Jan. 53	5
SRS #1 - Basic-24 Nov. 52-13 Mar. 53	5
SRS #II - Adv.-22 Sept. 52-28 Jan. 53	3
SRS #II - Adv.-24 Nov. 52-13 Mar. 53	5
SRS/L - 22 Sept. 52-28 Jan. 53	5
SRC - Russian Specialization	
29 Sept.-Aug. 53	6
Misc. Georgetown Courses	102
	9
	42	202

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e. [REDACTED]
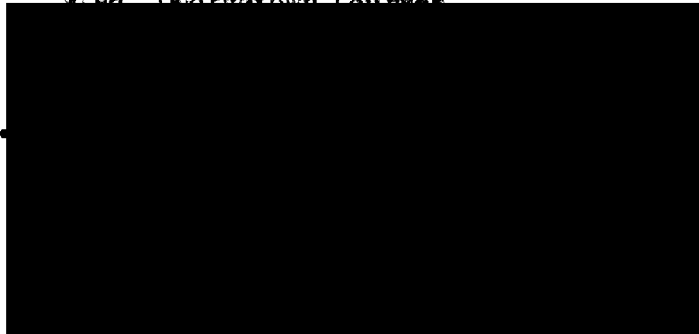
	6
	6
	3	15
IBM	18
Misc. External Training Requests	22
Attendance at ICDAF Lectures	22
Attendance at CIS Lectures	29

Total External Training	362
Grand Total	2,003
November Entrants - TRG Training	1,413
November Entrants - External Training	82

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Registrar, OTR

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OFFICE OF TRAINING

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